



**Position Title:** Evidence Custodian/Patrol Assistant

**Pay Grade:**

**Reports To:** Police Captain

**FLSA Status:** Non-Exempt

**Job Summary:** This position is to allow for a Property Custodian who also serves as an assistant to uniform patrols. In addition to property management the Patrol Assistant will act as a force multiplier providing additional and supplemental support to administrative and patrol services.

**Major Duties and Responsibilities:**

- Receives inventories, protects, and stores a variety of crime scene materials collected for analysis and/or all evidentiary materials submitted by police personnel for potential litigation or criminal investigation.
- Provides documented chain of custody for all property/evidence from entry into system until final disposition.
- Ability to organize and maintain the police department official records in accordance with department policy and state law
- Initiates property disposal/release procedures including owner identification
- Purges evidence and recovered property in accordance with applicable laws and department policies.
- Maintains accurate manual and automated inventory systems and records off all property and evidence
- Responds to inquiries from the public or other departments, in the recovery of stolen and/or confiscated property.
- Transports and/or mails evidence to court and/or lab facilities
- Provides court room testimony as needed
- May photograph property and evidence used in criminal cases
- Develop and maintain scanning and purging protocols for records retention
- Perform patrol and administrative support duties as needed, to include:
  - Monitor inventory levels, select sources, negotiate agreements and prices, order & receive supplies
  - Interact with suppliers and accounting to assure prompt payment of supplies and services
  - Maintain maintenance program for fleet vehicles including scheduling and transporting of vehicles for service, performing Hands on maintenance such as replacing light bulbs and windshield wipers.
  - Provide administration support including filling in for front desk clerk during absences, handling phone calls and visitor requests for police and animal control services.
  - Assist patrol officers in preparation of reports
  - Special Projects as needed
  - Other support duties as required
- Assist Investigative Analyst with case preparation and filing.
- Regular and Punctual attendance is required.
- Complete special projects and other support duties as assigned.

**Minimum Qualifications:**

- High School Diploma or equivalent
- Minimum eighteen years of age
- Knowledge of computers and office machinery
- Ability to pass extensive law enforcement background as well as drug screen, physical & psychological exams
- Must possess a valid Texas driver's license with acceptable driving history
- Possess or have ability to obtain Property/Evidence Certification within one year of employment

**Physical Demands & Work Environment:**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical Demands Include, but are not limited to walking, sitting, and/or standing for prolonged periods of time. Regularly requires bending, stooping, squatting, kneeling. Work is primarily completed indoors in an office environment. Position requires lifting heavy or bulky items for storage.

## **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT AND SIGNATURE**

The Town of Trophy Club provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

THE TOWN RESERVES THE RIGHT TO CHANGE OR REVISE THE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

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Employee Signature

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Date

For more information and to apply, please visit:

[Employment Opportunities | Trophy Club, TX](#)